Get organized:
• Choose from outline, bullets, mind mapping, narrative, Cornell or note cards.
• Use one notebook per course
• Use a new page for each day of notes
• Date each set of notes
• Label each set of notes with the topic

Leave space:
• Leave gaps so you can fill in information later that you missed or are confused about

Practice:
• Do example problems and compare your solutions to the in-class example’s steps and results

Say it out loud:
• Repeat your notes out loud word for word or paraphrase information with a study partner

Color code:
• Use colored pens and highlighters to show important information

Create or draw:
• Mind maps, charts, and pictures

Predict
• Predict test questions according to how you are going to be tested

Reformat notes:
• Compare and combine test notes and lecture notes
• Rewrite notes, but don’t copy them; rewrite them into Cornell format
• Identify areas for clarification

Before lecture:
• Get to class 5 minutes early and take time to review your notes and any questions you have about the material from the previous day

After lecture:
• Draw a line under your notes and write 2-3 sentences that summarize what concepts were covered and why they were important
• Review your notes and indicate any areas that you do not understand
• Write down any questions you have about content in your notes

Skim:
• For quick review look at objectives, summaries, pictures, bold terms, and headings

Preview:
• Read the intro/objectives and summary
• Skim headings, pictures, and questions

Chunk it:
• Identify specific areas to focus on
• Read for mastery (don’t try to read the entire chapter at once)

Question:
• Turn headings and objectives into questions

Read:
• Read for main points and key ideas, vocabulary, formulas, and concepts

Mark:
• Underline key works and phrases
• Write notes in the margins

Use Post it notes:
• Use them to summarize important information

Map it:
• Create a mind map to show organization of topics

Outline:
• Create an outline using headings and include important details as you read

Reread:
• Reread your underlines and margin notes to look for key points

Integrate:
• Add important information to your lecture notes—use a color coded system to show the notes you added are from your text